

TOWN OF DAVIE
TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Ken Cohen, Assistant Town Administrator/797-1035

PREPARED BY: Ken Cohen, Assistant Town Administrator

SUBJECT: Resolution

AFFECTED DISTRICT: N/A

ITEM REQUEST: Schedule for Council Meeting

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA APPROVING AN AMENDMENT TO THE CONTRACT BETWEEN THE TOWN OF DAVIE AND MOORE, STEPHENS, LOVELACE, P.A. TO PREPARE, SOLICIT RESPONSES, AND REVIEW RESPONSES TO A REQUEST FOR PROPOSAL TO CONSIDER OUTSOURCING THE TECHNOLOGY INFORMATION MANAGEMENT SYSTEM DEPARTMENT AND PROVIDE AN EFFECTIVE DATE. (tabled from January 2, 2008)

REPORT IN BRIEF: At the Town Council meeting of October 3, 2007, Dan O'Keefe from Moore, Stephens, Lovelace, P.A. (MSL) presented the efficiency study to the Town. One of the study's recommendations was that the Town consider outsourcing the Technology Information Management System Department (TIMS) to reduce costs. This amendment to the MSL contract is the first step in following the direction of the Town Council to look at the outsourcing alternative as related to TIMS. This amendment will authorize MSL to draft a request for proposal, assist in soliciting responses, assist in reviewing the responses, and culminate in assisting the Town with making a final decision.

PREVIOUS ACTIONS: Town Council previously approved resolution R-2006-266 on September 20, 2006. Town Council tabled at the January 2, 2008 meeting and rescheduled for January 16, 2008 meeting.

CONCURRENCES: N/A

FISCAL IMPACT: Yes

Has request been budgeted? No

If no, amount needed: \$17,000

What account will funds be appropriated from: Town Administration
Special Projects - \$5,759; Undesignated/Unreserved Fund Balance - \$11,241

Additional Comments:

RECOMMENDATION(S): Motion to approve the resolution

Attachment(s): Resolution, Exhibit "A"

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA APPROVING AN AMENDMENT TO THE CONTRACT BETWEEN THE TOWN OF DAVIE AND MOORE, STEPHENS, LOVELACE, P.A. TO PREPARE, SOLICIT RESPONSES, AND REVIEW RESPONSES TO A REQUEST FOR PROPOSAL TO CONSIDER OUTSOURCING THE TECHNOLOGY INFORMATION MANAGEMENT SYSTEM DEPARTMENT AND PROVIDE AN EFFECTIVE DATE.

WHEREAS, the Town of Davie has an existing contract agreement for consulting services; and

WHEREAS, on October 3, 2007 Council meeting, Moore, Stephens, Lovelace, P.A. presented its efficiency study; and

WHEREAS, the report discussed the outsourcing of the Technology Information Management System Department; and,

WHEREAS, it is the desire of the Town to prepare and solicit responses to a request for proposal to consider outsourcing the Technology Information Management System Department; and

WHEREAS, Moore, Stephens, Lovelace, P.A., and the Town of Davie desire to amend the agreement as previously awarded through resolution number R-2006-266.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council approves the contract amendment with Moore, Stephens, Lovelace, P.A. attached as Exhibit "A".

SECTION 2. This Resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2008

MAYOR/COUNCILMEMBER

Attest:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2008

**ADDENDUM #2 TO CONSULTING AGREEMENT DATED OCTOBER 1, 2006
BETWEEN THE TOWN OF DAVIE AND MOORE STEPHENS LOVELACE,
P.A.**

The Town Council requested that Moore Stephens Lovelace, P.A. (the "Consultant") perform a study that evaluates the operational effectiveness, economy and efficiency of various activities of the Town of Davie (the "Town") for the purpose of reducing costs. The objectives of the study were to focus on economy and efficiency and addressed the costs and resources used to achieve departmental and/or program results.

As part of the study, the Consultant reviewed the Town's Information Technology operations and made a recommendation that the Town should consider outsourcing all or some of these activities. The Town has requested assistance from the Consultant to prepare a Request for Proposal, to solicit responses from interested vendors, and to analyze the results. The following services are specifically requested:

1. Identify all required service level agreements within all critical departments that require Information Technology.
2. Develop and draft the Request for Proposal and assist in developing a bidders list of qualified vendors. Revise the draft proposal as necessary based on comments/recommendations of the Town's Bid Specification Committee. Advertising and distribution of the RFP will be performed by the Town's Procurement staff.
3. Analyze returned proposals from all qualified vendors and assist in creating a short list of-proposers by which a further analysis will take place and interviews with the proposers will be performed in conjunction with the Town's Bid Specification Committee.
4. Assist the Town in making the final selection.

The Consultant agrees to perform this study for a fee not to exceed \$17,000 which includes approximately 120 hours of professional services and all out-of-pocket expenses.

We appreciate the opportunity to be of service to the Town. We anticipate beginning this engagement in January 2008. Progress billings will be provided to the Town at the end of each month and payment is due upon receipt. Your contacts for this engagement will be Dan O'Keefe, Shareholder and Trony Clifton, Senior Manager. Mr. O'Keefe can be reached at 407-740-5400 and on his cell phone at 407-353-8053. Mr. Clifton can be reached at 732-688-7046.

Moore Stephens Lovelace, P.A.

December 17, 2007

AGREED TO BY THE TOWN OF DAVIE:

By_____ **Date**_____